

JOB TITLE: Sheriff

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DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for managing and overseeing all department operations.

MAJOR DUTIES:

- o Oversees management of all department operations and divisions.
- o Recruits, selects, and supervises the training of civilian and sworn personnel for the department; advises, directs, and consults with subordinate officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline.
- o Meets with supervisory staff on a regular basis to clarify mission and objective and obtain input.
- o Supervises the preparation of the annual budget; supervises the application for grants to supplement departmental program funds.
- o Receives and investigates inquiries or complaints from the public concerning activities and services.
- o Supervises all departmental personnel through subordinate supervisors; establishes policy; sets priorities; evaluates the department and its personnel.
- o Supervises the preparation of periodic reports of crime and accident activity and police department activities in relationship to this information; analyzes data for trends.
- o Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.
- o Promotes the department's work and goals to the general public through individual contact and addresses to civic groups, school groups, and other organizations.
- o Interprets federal, state, and local guidelines to determine their applicability to department operations.
- o Determines equipment and supplies needed for department operations.
- o Attends training workshops, seminars and conventions as necessary.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of law enforcement administration, corrections practices, and criminal justice system processes.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of civil and criminal processes.
- o Knowledge of department and county policies and procedures and federal, state, and local laws and regulations.
- o Knowledge of the boundaries and geography of the county.
- o Skill in operating computers.
- o Skill in operating emergency vehicles.
- o Skill in the use of radio/communications equipment.
- o Skill in the use of firearms and restraint equipment.
- o Skill in planning, organization, and decision making.
- o Skill in public speaking and public relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: This position is elected by the citizens of Rutherford County. Work is reviewed through conferences, reports, and observation of department operations.

GUIDELINES: Guidelines include department standard operating procedures, county ordinances and policies, mutual aid agreements, and federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied administrative and supervisory duties. The variety of situations encountered and the need to deal with the public contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to oversee management of department operations. Successful performance helps ensure the effective operation of the department and

the protection of community life and property.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, emergency medical providers, elected officials, the general public, and law enforcement personnel from state, local and federal agencies.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, motivate and counsel employees, negotiate and settle matters, and justify decisions.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over all department personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.